

Administrative Consultant Training Topics

1. Finance & Billing Principles for Local Health Departments
 - a. Consolidated Agreement and Program Agreement Addenda
 - b. Timesheets/Time Equivalencies/Aid to Counties (ATC)
 - c. Administrative Monitoring
 - d. Fee Setting
 - e. Eligibility for Services/Financial Eligibility
 - f. Collection of Revenue
 - g. Collecting Copays and Applying Sliding Fee Scales
 - h. Managing Accounts Receivables
 - i. Billing Efficiencies- Tips & Tricks
 - j. Coding & Billing; The Basics

2. Coding & Billing Document Webinar Series
Held quarterly the month following publication of updated document.

3. Billing Efficiencies (presented 9/2019 NCPHA)

4. Medicaid Transformation (updated as new information is received)

5. One-on-one Orientation and Training for new Finance Officers, Billing Supervisors, Health Directors, or any staff as requested by the local agency
 - a. Training topics vary depending on position and agency

6. Customer Service

7. Presentations to Boards of Commissioners, Boards of Health, or agency staff as requested by the local agency
 - a. Interpretation of applicable state statutes as well as program regulations, rules, and requirements
 - b. Eligibility/Fees/Accounts Receivable processes
 - c. Budgeting and appropriate expenditure of federal, state, local, third-party, and first-party receipts in Accordance with the Local Government Fiscal Control Act
 - d. Additional training topics depending on agency need

8. Custom trainings as requested